



# Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · [www.merrimacknh.gov](http://www.merrimacknh.gov)

December 2, 2014

## REQUEST FOR BID POSTAGE MACHINES

Bids will be received by the Town of Merrimack until 2:00pm. Tuesday, January 6, 2015 for providing a mailing machine to be purchased or leased, and a postage meter to be rented in accordance with the enclosed specifications and following conditions:

The proposed postage machines shall be located at the Town Hall Complex, 6 Baboosic Lake Rd, Merrimack, NH. This machine will be comparable to the Hasler IM440, and will be used by several departments.

The Town will take into consideration the cost of supplies not included in the maintenance agreement, therefore provide a list of all supplies needed to be purchased and the price guaranteed for the first year.

The Town reserves the right to reject any or all proposals, re-bid, negotiate any contracts, to waive irregularities in the proposals, and to accept the proposal which, in the Town's sole discretion, best serves the interest of the Town, and waive any formalities in the bid process.

The bid shall be submitted on the Bid Form furnished herewith and shall exclude state and federal taxes not applicable to municipalities. The proposal price shall be quoted F.O.B. Town of Merrimack, 6 Baboosic Lake Rd, Merrimack, NH 03054. Vendors may submit more than one bid, but each bid shall be reflected on a separate Bid Form.

Complete descriptive literature, including warranty information and a pricing sheet for supplies shall accompany the bid.

The Town of Merrimack's Purchasing Policy is available on the Town's website:

[http://www.merrimacknh.gov/town/departments/finance/bid\\_opportunities](http://www.merrimacknh.gov/town/departments/finance/bid_opportunities);

a copy may be obtained by contacting the Purchasing Agent.

It is the bidder's responsibility to confirm the bid is received by the Finance Department by the date and time specified.

For additional information contact Xenia Simpson, Purchasing Agent, at [xsimpson@merrimacknh.gov](mailto:xsimpson@merrimacknh.gov) or (603) 424-7075.



## **TOWN OF MERRIMACK, NEW HAMPSHIRE**

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**FINANCE DEPARTMENT  
6 Baboosic Lake Road  
Merrimack, NH 03054**

**Tel: 603-424-7075  
Fax: 603-424-0516**

### **BID SPECIFICATIONS**

#### **SPECIFICATIONS FOR POSTAGE MACHINE**

Minimum requirements for the Town Hall postage machine:

- Similar to the Hasler IM 440
- Scale of at least 5 lbs
- Minimum of 25 programmable accounts.
- Selection to seal envelopes or not.
- On-site initial training
- Set up will include up to six jobs programmed by bidder.

Optional items:

- E-Services: eDelivery Confirmation, eSignature Confirmation, & eCertified .
- Electronic return receipt for Certified Mail.



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FINANCE DEPARTMENT  
6 Baboosic Lake Road  
Merrimack, NH 03054

Tel: 603-424-7075  
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**Bid on Postage Machines**  
**BID FORM**  
*Due by 2:00PM, Tuesday, January 6, 2015*

**Postage Machine for Town Hall Complex:**

Mfr and model: \_\_\_\_\_

**Purchase (option 1)**

Postage Machine, *including delivery and installation* \$ \_\_\_\_\_

Maintenance Agreement:

1 yr	\$ _____
2 yr (optional)	\$ _____
3 yr (optional)	\$ _____

The agreement, including a list of parts and services covered is included \_\_\_\_Y \_\_\_\_N

**Lease (option 2)**

1 <sup>st</sup> year	\$ _____
2 <sup>nd</sup> year	\$ _____
3 <sup>rd</sup> year	\$ _____

List of supplies not included in maintenance agreement:

Ink Part # _____	# imprints _____	price:\$ _____
Tape Part# _____	# _____	price:\$ _____
Sealer Part# _____	size _____	price:\$ _____
Other: _____		

Meter Rental monthly cost: \$ \_\_\_\_\_

Optional items:

- E-Services: eDelivery Confirmation, eSignature Confirmation, & eCertified \$ \_\_\_\_\_
- Electronic return receipt for Certified Mail. \$ \_\_\_\_\_

The proposed machines will be installed within \_\_\_\_\_ calendar days after receipt of the Town's related purchase order.

**Bidder Name:** \_\_\_\_\_

The following customers are presently operating similar equipment to the proposed:

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Contact: \_\_\_\_\_

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Contact: \_\_\_\_\_

Maintenance service has been provided to the following customers during the last three years.

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Contact: \_\_\_\_\_

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Contact: \_\_\_\_\_

The above bid is provided in accordance with the Town's bid invitation dated December 2, 2014 except as follows.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bidder: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Enclosure:  
\_\_\_\_ Complete descriptive literature  
\_\_\_\_ Maintenance agreement  
\_\_\_\_ Any materials relevant to service and training